

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DHR00910178**  
POSITION NO: **201185**  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: **05/26/15**  
CLOSING DATE: **06/09/15**

**OFFICE ASSISTANT**

DEPARTMENT NAME / WORKSITE: **Office of Navajo Labor Relations - Window Rock, Arizona**

WORK DAYS: <u>Monday thru Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB56A</u>	
WORK HOURS: <u>8:00 a.m. - 5:00 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>20,300.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>9.76</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____	

**DUTIES AND RESPONSIBILITIES:**

Under the immediate supervision of the Program Manager. Office Assistant provides assistant to general public with information regarding ONLR's program services and assist the ONLR Staff with typing reports and correspondences/memorandums. Office Assistant duties and responsibilities will consist of receiving, logging and distributing Incoming/outgoing office mail/correspondences; telephones etiquettes requirements are answering, transferring and delivering telephone calls/messages with professional courtesy and tactfulness; prepare documentations; electronically and hard copies of monthly and quarterly reports, complainant case files; prepare, review and correct documentations for supervisors' approval for typographical accuracy; maintain the established office records/logs of correspondences, certified mails, chronological office files, complainant's case files, archive administrative files/records in preparation for digital scanning per fiscal year, maintain documentations of NDOJ's opinions/decisions, construction projects files, affirmative action plans, review and print brochures, forms, and schedule NPEA orientations. Collects appropriate fees for employment charge filing fees, labor organization certification fees, orientation/training fees, conference room usage fees, NPEA booklets fees, photocopying fees, etc., ensures that required fees are collected and verified; operates electronic cash register; perform opening and closing cashier functions, issue receipts, verifies all cash and money orders collected against field cash receipts, safeguard funds collected.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and one (1) year of general office, customer service or related experience.

**Preferred Qualifications:**

- Proficient in Microsoft Office software or other computer applications.
- College courses in Business or related field.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Preference in Employment Act, Affirmative Action, Health Start act regulations, and Navajo Nation's Personnel Policies and Procedures. Skill and knowledge of records/filing management and archiving retention of confidential records. Proficiency in Microsoft Office Software or other computer applications.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**